

**AUTHORIZED
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES**

SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

CSZNet, Inc.
1636 R St NW, Suite 3C
Washington, DC 20009-6440
T: 202-524-9658
F: 866-408-9875
www.CSZNet.com

Contract Number: _____
Period Covered by Contract: _____

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Acquisition Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

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INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.gsadvantage.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT:

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- ☒ The Geographic Scope of Contract will be domestic and overseas delivery.
- ☐ The Geographic Scope of Contract will be overseas delivery only.
- ☐ The Geographic Scope of Contract will be domestic delivery only.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

CSZNet, Inc.
1636 R St NW, Suite 3C
Washington, DC 20009-6440

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

T: 202-524-9658
F: 866-408-9875

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: 828548797

Block 30: Type of Contractor – A

- A. **Small Disadvantaged Business (X)**
- B. Other Small Business
- C. Large Business
- G. Other Nonprofit Organization
- L. Foreign Contractor

Block 31: Woman-Owned Small Business - NO

Block 36: Contractor's Taxpayer Identification Number (TIN): 54-20258889

4a. CAGE Code: 654H8

4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

- a. **TIME OF DELIVERY:** The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER

132-51

DELIVERY TIME (Days ARO)

TBD @ Task Order Level

- b. **URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: Net 30 Days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity none
- c. Dollar Volume none
- d. Government Educational Institutions Same
- e. Other none

8. TRADE AGREEMENTS ACT OF 1979, as amended:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING: N/A

10. Small Requirements: The minimum dollar value of orders to be issued is \$100.00.

11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:
Special Item Number 132-51 - Information Technology Professional Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:

Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

16. GSA ADVANTAGE!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.gsaadvantage.gov>

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
 - (1) Time of delivery/installation quotations for individual orders;
 - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
 - (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

Not Applicable

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

23. SECTION 508 COMPLIANCE.

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

Yes X
No

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): www.csznet.com
The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:
This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
 - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
 - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)
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1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) (Deviation 1 – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (May 2001) (Deviation 1 – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

9. INDEPENDENT CONTRACTOR

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

- a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

SIN	Service Proposed/Labor Category	Hourly Rates offered to GSA
132 51	Voice Field Technician	\$36.19
132 51	Anti Virus Engineer	\$53.75
132 51	MS SQL DBA	\$54.73
132 51	Jr. Web Editor	\$60.45
132 51	NET Developer (Mid Level)	\$60.59
132 51	Jr Developer	\$65.48
132 51	QA Analyst	\$65.48
132 51	QuickBase Developer	\$71.76
132 51	Oracle DBA	\$77.21
132 51	Business Analyst	\$77.35
132 51	SharePoint Developer	\$81.12
132 51	Project Manager	\$82.10
132 51	Java Developer	\$82.10
132 51	Subject Matter Expert	\$107.51
132 51	SAP Analyst	\$110.92
132 51	Program Manager	\$131.94

Job Title: Voice Field Technician

Job duties description:

The Voice Field Technician Level 1 is highly skilled in all phases of Telecommunications PBX, Central Office Systems, and Voice Field Services support. He or she is an exceptionally skilled professional capable of working collaboratively in an integrated team under limited supervision to achieve the stated task and goals of the stated position. Candidates must have an available vehicle and tools.

The Voice Technician must possess strong organizational skills & manage schedules well. As a visible rep to customers in the field, the technician must demonstrate strong communication skills, excellent customer relation skills, and good judgment.

The minimum investigative level needed for this position is a National Agency Check with Inquiries (NACI). This investigation consists of a detailed check of an individual's employment, education and residential and legal history (extending 5 years).

An NACI (National Agency Check with Inquiries) is not a clearance. It is a federal background investigation conducted to determine an applicant's suitability for federal employment and/or to determine an applicant's (federal or contractor) eligibility for a Personal Identity Verification (PIV) card (also known as a PIV credential) required for physical access to federally controlled facilities or logical access to federally controlled information technology systems. Federal employment suitability determinations are mandated by Title 5 Code of Federal Regulations Part 731 and PIV Cards are mandated by Homeland Security Presidential Directive 12. Within the Department of Defense PIV Cards are known as Common Access Cards (CAC)

Install, test phones, troubleshoot cutover related outages – mainly VOIP	Required	3 Years	3 - Expert
Experience in & adheres to ANSI/TIA/EIA 568-A, 569-A, 570-A, 606, 6	Required	3 Years	3 - Expert
Experience in and adheres to ANSI/TIA 526.7 and 14A	Desired	1 Years	1 - Basic
Solidly understands and adheres to TIA/EIA TSB 67, 72, 75, 95.	Desired	1 Years	1 - Basic
Experience in & adheres to National Electric Code	Required	3 Years	2 - Proficient
Experience in & adheres to National Fire Protection Code	Required	3 Years	2 - Proficient
Experience in and adheres to BICSI TDMM, LAN,	Required	3 Years	2 - Proficient
Experience in and adheres to Interworking Design Manual	Required	3 Years	2 - Proficient
Knows Ortronics, Panduit, Avaya, Amp, Caddy, Cisco, Erico,	Desired	1 Years	1 - Basic
Knows Hilti, Leviton comm. equipment vendors and products.	Desired	1 Years	1 - Basic
Knows telecommunications infrastructure	Highly desired	2 Years	2 - Proficient
Exp. termination methods & tools needed to complete infrastructure install	Required	3 Years	3 - Expert

Exp. in application of twisted-pair (UTP, ScTP, STP-A) theories & facts	Required	3 Years	2 - Proficient
Understands transmission characteristics of AC/DC.	Desired	1 Years	1 - Basic
Understands analog/digital signals, copper cable, optical fiber,	Nice to have	1 Years	1 - Basic
Understands cable bandwidth MHz vs. Mbps, digital signaling	Nice to have	1 Year	1 - Basic
Experience in fire stopping and cable termination	Required	3 Years	2 - Proficient
Experience & knowledge of industry communication wire color codes.	Required	3 Years	3 - Expert
Can install structured premises cabling systems: entrance facilities	Desired	2 Years	1 - Basic
Can install, test phones, and troubleshoot cutover related outages.	Desired	2 Years	2 - Proficient
Can troubleshoot all phone applications	Nice to have	1 Year	1 - Basic
Test riser & tie cabling from entrance facility to IDF & from demarc to desktop	Required	3 Years	2 - Proficient
Can inventory ISDN phones, troubleshoot, and wire (analog,	Nice to have	1 Year	1 - Basic
Can inventory digital, and VoIP) for Avaya, Cisco, \$ Verizon infrastructure	Nice to have	1 Year	1 - Basic
Experienced in field dispatch and inventory	Nice to have	1 Year	1 - Basic
Experienced in ISDN-BRI.	Highly desired	1 Year	1 - Basic
Can perform emergency repairs or tasks	Highly desired	2 Years	2 - Proficient
Understands the LAN infrastructure.	Highly desired	2 Years	2 - Proficient

Education level required:

A Bachelor's degree is highly desired with 4 years experience

Candidate required to undergo fingerprinting and background check.

Certification Requirements:

BICSI ITS Installer Certification is a plus but is not required.

Job Title: Anti-Virus Engineer

Job duties description:

The candidate shall provide capabilities to the Infrastructure Security Team in the position of Security Engineer with experience in the antivirus software management and computer incident response fields.

The candidate will need to assess the existing antivirus posture of assigned agencies and then apply necessary technical measures to assure compliance with Organization's Virus Protection Standard. The candidates' technical tasks will include, but are not limited to, the following areas:

- Evaluating the adequacy of Different antivirus systems
- Performing security engineering activities such as enumeration scanning, antivirus server deployment, and installation of antivirus software clients on all agency computers
- Performing network and computer incident response activities
- Generating antivirus software deployment completion report deliverables
- Knowledge of different Remote administration tools
- Having expertise in Removing Viruses and Trojans from different OS

Deploying enterprise antivirus sys. & conducting computer incident response	Required	5 Years	3 - Expert
McAfee ePO Orchestrator 3.6 and 4.0 enterprise deployment	Required	6 Years	3 - Expert
Networking topologies and the TCP-IP protocol	Required	8 Years	3 - Expert
Security engineering experience and use of scanning tools	Required	5 Years	3 - Expert
Knowledge of other anti-virus enterprise products	Highly desired	2 Years	2 - Proficient
CCNA or CCNP OR MCSE	Desired		

Education level required:

A Bachelor's degree is highly desired with 4 years experience

Certification Requirements:

Any certifications are a plus but are not required.

Job Title: MS SQL DBA

Job duties description:

Extensive experience in technology

Innovation DBA support

- Database builds (DB creates, monitoring/ backup setup, QA reviews)
- Database migrations (1 datacenter + upgrade to 11gR2/ SQL 2012 to another datacenter)
- Database project support (engagement with app teams, consulting, perf tuning, potential data modeling)

Education level required:

A Bachelor's degree is highly desired with 4 years experience

Certification Requirements:

Any certifications are a plus but are not required.

Job Title: Web Editor (JR.)

Job duties description:

Web Maintenance Team is responsible for maintaining the web standards and publishing processes for government web properties that make up the Agency's web portal. The portal educates and informs Agency's residents and other interested parties to the various policies, programs, services and systems that constitute the Agency. The team manages website content publication workflow; provides editorial and standards oversight for all content, troubleshoots minor issues and responds to emergency situations that require immediate public notification; and assists and advises other projects in integrating new content into the Agency's web portal.

Familiarity with Drupal or other similar Content Management Systems and with website conversions are highly desirable. Although the principal role is that of a web editor, strong analytical skills, as well as the ability to work with others are contemplated as part of this position.

Able to work in a challenging environment, with changing priorities and assignments. Multi-task on multiple web migration projects. Detail oriented. Organized. Work collaboratively with large team. Can explain technical processes to non-technical individual

Oral and written communication	Required	10 Years	3 - Expert
Web and copy editing	Required	10 Years	3 - Expert
MS Windows, Adobe Acrobat and Photoshop	Required	10 Years	3 - Expert
Web production, including editing, design and graphics	Required	10 Years	3 - Expert
Web content management, including site maintenance	Required	10 Years	3 - Expert
Web programming languages/tools (HTML, CSS, JavaScript	Nice to have	5 Years	3 - Expert
Section 508 accessibility and plan language knowledge	Required	7 Years	3 - Expert
Commercial off the shelf content management systems	Required	7 Years	3 - Expert
Client relations and tasks management related to content migration	Required	4 Years	3 - Expert
Web content migration	Required	3 Years	3 - Expert
Photo editing, tagging and captioning	Required	3 Years	2 - Proficient
Drupal	Highly desired	3 Years	2 - Proficient
Knowledge of government operations	Nice to have	2 Years	2 - Proficient

Education level required:

A Bachelor's degree is highly desired with 4 years experience

Certification Requirements:

Any certifications are a plus but are not required.

Job Title: .NET Developer (Mid Level)

Job duties description:

- The .NET Developer will utilize Microsoft .Net and SQL Server experience to create and enhance mission-critical applications, including web based applications, work-flow applications, dashboards and reports. The .NET Developer must have a comprehensive knowledge of concepts, principles, practices, and procedures in professional software development, including the Software Development Life Cycle.
- Tasks may require working either as part of a cross-functional team or individually. Use of industry standard software management tools and techniques is expected.
- Heavy emphasis on C# - must be expert in this area.

Experienced in ASP.NET & C#.NET under Visual Studio .NET, WCF, Web Services	Required	6 Years	3 - Expert
Experienced in Classic ASP, ASP3.0.	Required	5 Years	3 - Expert
Experienced in ASP to ASP.NET conversion process.	Required	5 Years	3 - Expert
Experienced in Database Tuning and Performance Monitoring.	Required	6 Years	2 - Proficient
Experienced in ADO.NET.	Required	5 Years	3 - Expert
Experienced in AJAX, master pages, style sheets, and themes.	Required	4 Years	2 - Proficient
Experienced in MS DTS or MS SQL Server Integration Services.	Required	5 Years	3 - Expert
Can administer, integrate, and maintain systems	Desired	5 Years	2 - Proficient
Can administer SQL Server, and other database systems.	Desired	4 Years	2 - Proficient
Can automate and run back-end processes.	Required	5 Years	2 - Proficient
Has hands-on experience developing test cases and test plans.	Required	5 Years	3 - Expert
Experienced in Scripting languages such as JavaScript.	Required	5 Years	3 - Expert
Understands Data Structures in databases other than SQL Server.	Highly desired	5 Years	2 - Proficient
Can automate dashboard applications, online reports, and charts data feed.	Required	5 Years	3 - Expert
Knows IIS 5.0/6.0 configuration.	Highly desired	5 Years	2 - Proficient
Knows Microsoft Office SharePoint Services	Desired	3 Years	2 - Proficient
Experienced in – TSQL, Stored Procedures (MS SQL 2000/2005)	Required	6 Years	3 - Expert
Experienced in – Functions, Indexes, and Triggers (MS SQL 2000/2005,2008)	Required	6 Years	3 - Expert

Education level required:

A Bachelor's degree is highly desired with 5 years experience

Certification Requirements:

Any certifications are a plus but are not required.

Job Title: Jr. Developer

Job duties description:

To design, develop and deploy SharePoint solutions based on customer requirements in line with the bank's governance, security standards, and information architecture standards

Required Skills:

- Well versed with “out of the box” web parts.
- Strong experience with front end / presentation layer development eg. HTML, CSS and JQuery, Javascript (jQuery), Ajax, Silverlight.
- Branding: master page creation, page layouts, CSS settings, themes, logo design, XSLT, HTML, CAML, XML, ribbon customization.
- Extensive SharePoint Designer Experience with Data Form Web Parts, XSLT, Workflow
- Considerable experience setting lists, libraries and custom views, eg. Content Editor Web Part, Data Form Web parts
- Experience creating, designing, customizing, and publishing InfoPath forms
- Development experience preferred eg. User controls, site definition, and custom webparts. Should have NET 3.5 development experience
- Ability to work with the client object model using client side development technologies such as Javascript, JQuery, AJAX, ASP.NET, ADO.NET
- Good discipline with post-deployment testing

Education level required:

A Bachelor's degree is highly desired with 5 years experience

Certification Requirements:

Any certifications are a plus but are not required.

Job Title: QA Analyst

Job duties description:

- QA Analyst with a technical background, specifically in testing large scale web-application implementations
- The QA Analyst will be responsible for planning, managing and executing test plans for District of Columbia specific applications as well as other web based applications implemented by the District of Columbia
- Design test plans, review functional requirement documentation and present test cases for project team review and Experienced in SQL Scripting
- Perform environment validation and Perform Data migration validation
- Submit, regress, and verify defects Test database interactions at both the end-user and back-end levels
- Work with development engineers to create scripts to facilitate ad hoc testing

Overall knowledge of SDLC and QA methodologies	Required	8 Years	3 - Expert
Highly proficient in a Windows/SQL environments	Required	8 Years	3 - Expert
Proficient in database testing and writing SQL queries	Required	5 Years	3 - Expert
Experience in testing reports	Required	3 Years	3 - Expert
Experience with Agile and iterative development	Desired	2 Years	2 - Proficient
Experience in Internet/Web related applications Testing	Required	8 Years	3 - Expert
Knowledge of databases (Oracle, SQL)	Required	4 Years	2 - Proficient
Past Development experience	Desired	2 Years	2 - Proficient
Knowledge of backend/black box testing	Required	2 Years	2 - Proficient
Familiarity with version control tools	Highly desired	2 Years	1 - Basic

Education level required:

A Bachelor's degree is highly desired with 5 years experience

Certification Requirements:

Any certifications are a plus but are not required.

Job Title: QuickBase Developer

Job duties description:

- Experienced developer with experience spanning at least 8 years in IT with actual hands-on experience in all the phases of Software Development Life Cycle.
- Expertise in QuickBase application development and implementation, specifically in customizing off-the-shelf applications and in building custom applications, developing custom pages using both the QuickBase API as well as regular QuickBase interface.
- Proven abilities in application development and ability to multi task and manage multiple tasks with changing priorities in a cross-functional and Rapid Application Development environment.
- Utilizing scripting languages like Perl, Python, and PHP, contractor shall develop and configure customized QuickBase Applications which are meaningful and appropriate for different District Agencies and offices.
- Contractor shall build QuickBase applications, pages and dashboards for financial analysis, quantitative analysis for business decisions; standard securities performance metrics; accounting standards and for portfolio impact of financial statements.
- Contractor shall develop QuickBase applications as solutions to respond to the business process analysis conducted by the contractor. Completed QuickBase applications shall also facilitate further business process analysis. Contractor shall utilize (and completed applications shall interface with) appropriate technology tools (Crystal Reports, Business Objects, MS Visio, MS Project), software development methodologies (J2EE/Java, ASP.NET), databases (Oracle, MySQL, MS Access) and languages (Perl, Java, C++, C etc.) to facilitate business process analyses.

Intuit QuickBase	Required	4 Years	3 - Expert
HTML	Required	5 Years	3 - Expert
JavaScript	Required	5 Years	3 - Expert
SDLC	Required	8 Years	3 - Expert
Experience with 1 or more scripting languages (PHP, Perl, Ruby, or Python)	Required	8 Years	3 - Expert
SQL	Required	6 Years	3 - Expert
Business Analysis	Desired	1 Year	2 - Proficient

Education level required:

A Bachelor's degree is highly desired with 5 years experience

Certification Requirements:

Any certifications are a plus but are not required.

Job Title: Oracle DBA

Job duties description:

As part of the Agency's technology team, the consultant will be performing the role of Oracle DBA for Data ware housing project and other related projects.

Behavior Characteristics:

Excellent written, oral communications, interpersonal skills. The Ability to work as a team player. Must be well versed in communicating to both technical and non-technical persons.

Experience as an Oracle DBA	Required	8 Years	3 Expert
Experience working with Oracle RAC clustering	Highly desired	2 Years	2 Proficient
Experience working Data Guard failover and Grid Control	Required	2 Years	3 Expert
Experience working with Oracle in a Microsoft Environment	Highly desired	2 Years	2 Proficient
Experience working within a Data Warehousing environment	Required	3 Years	3 Expert
Experience writing and debugging complex PL/SQL procedures and packages	Required	3 Years	3 Expert
Experience with Oracle backup and recovery	Required	3 Years	3 Expert
Experience with disaster recovery, troubleshooting, installing	Required	3 Years	3 Expert
Experience with installing Oracle bugfixes and patching	Required	3 Years	3 Expert
Experience working with Oracle tech support/metalink	Required	3 Years	2 Proficient
Experience with tablespace space, installing new databases	Required	2 Years	2 Proficient
Experience designing backup solutions using RMAN	Required	2 Years	3 Expert
Experience writing backup scripts using export/data pump	Required	2 Years	2 Proficient
Experience using RMAN to do database cloning to create test environments	Required	2 Years	2 Proficient
Writing and reviewing technical specifications, test plans, requirements	Required	1 Years	2 Proficient
Experience performance tuning of the database	Required	1 Years	2 Proficient
Experience in full life cycle development of applications	Highly desired	1 Years	2 Proficient
Experience with local/state government projects	Highly desired	1 Years	2 Proficient
Experience designing databases, data modeling and working as a DB	Highly	1 Years	2

developer	desired		Proficient
Experience developing VisualBasic Scripts	Highly desired	1 Years	2 Proficient
Experience with Informatica and Business Objects in a Data Warehousing	Highly desired	1 Years	2 Proficient
Oracle 9i Certified Professional	Highly desired	1 Years	3 Expert
Experience configuring and maintaining Streams in an Oracle environment” fo	Required	1 Years	3 Expert
Oracle 10 g Certified Professional	Highly desired	2 Years	3 Expert
Experience working with GeoSpatial data, working in GIS environments	Highly desired	1 Years	2 Proficient

Education level required:

A Bachelor’s degree is required with 7 years experience

Certification Requirements:

Oracle 9i and 10g certifications are highly desired but are not required.

Job Title: Business Analyst

Job duties description:

Experience in the supervision, research, analysis, evaluation, design/redesign, development, integration, and implementation of large scale government business processes and systems. Identify problems and developing solutions that achieve optimum performance and cost effectiveness.

- Serve as the Senior Analyst on projects to gather requirements, document existing business processes, and make recommendations on how to improve existing business work flows and processes.
- Gather requirements using interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, task and workflow analysis.
- Critically evaluate information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, abstract up from low-level information to a general understanding, and distinguish user requests from the underlying true needs.
- Proactively communicate and collaborate with external and internal customers to analyze information needs and functional requirements and deliver the following artifacts as needed: (Functional requirements (Business Requirements Document), iii. Use Cases, GUI, Screen and Interface designs).
- Utilize experience and knowledge in using enterprise-wide requirements definition and management systems and methodologies.
- Successfully lead and support multiple initiatives simultaneously.
- Work independently with users to define concepts and under direction of project managers and application developers.
- Drive and challenge business units on their assumptions of how they will successfully execute their plans.
- Strong analytical and product management skills required, including a thorough understanding of how to interpret customer business needs and translate them into application and operational requirements.
- Excellent verbal and written communication skills and the ability to interact professionally with a diverse group, executives, managers, and subject matter experts.
- Serves as the conduit between the customer community (internal and external customers) and the software development team through which requirements flow.
- Develop requirements specifications according to standard templates, using natural language.
- Collaborate with developers and subject matter experts to establish the technical vision and analyze tradeoffs between usability and performance needs. Make recommendations based on best practices and industry standards.
- Be the liaison between the business units, technology teams, and Office of Information Technology Managers.
- Possesses detailed understanding in the areas of application programming, database and system design.
- Understands Mainframe, Internet, Intranet, Extranet and client/server architectures.
- Understands legacy and web base systems.

SDLC	Required	12 Years	3 - Expert
SQL	Required	5 Years	2 - Proficient
Database Design	Highly desired	5 Years	2 - Proficient

Unemployment Insurance (UI) Tax and Benefits Knowledge	Nice to have	2 Years	1 - Basic
JCL	Nice to have	5 Years	2 - Proficient
.NET	Highly desired	5 Years	2 - Proficient
Reporting Tools	Highly desired	5 Years	2 - Proficient
C#	Desired	5 Years	3 - Expert
Analyze business & technical processes for websites	Required	12 Years	3 - Expert
Documentation experience for web specifications, business rules & flow	Required	4 Years	3 - Expert
Solving bus. & Tech. problems independently, creating innovative solutions	Required	12 Years	3 - Expert
Analyze CMS processes and write user manuals for non-technical users	Required	4 Years	3 - Expert
COTS CMS	Required	4 Years	3 - Expert

Education level required:

A Bachelor's degree is highly desired with 7 years experience

Certification Requirements:

Any certifications are a plus but are not required.

Job Title: SharePoint Developer

Job duties description:

Determine scope and effort of the project, provide guidance to team members in the SharePoint 2007-2010 migration effort, and provide enterprise level functional, technical, and business solutions.

Assess current architecture and define requirements, design, and document any effort/solutions needed for upgrading to SharePoint 2010.

Work collaboratively with project team to analyze and plan SharePoint 2010 implementation and deployment in the areas of system administration, security support, system builds and deployment.

Collaborate with critical business users, technical experts, and end users to ensure business/customer solutions are provided with SharePoint 2010.

Identify, propose, and respond to opportunities for innovative improvements with SharePoint 2010 services.

SKILLS REQUIRED

4+ years in Microsoft Office SharePoint Server 2007/2010 Administration and SharePoint workflows and migrations.

Experience planning and executing migrations from SharePoint 2007 to SharePoint 2010 is strongly preferred.

Experience configuring and working with Microsoft Internet Information Server (IIS)

Microsoft Office SharePoint Server 2007/2010 Infrastructure

Extensive experience with SharePoint designer 2007, InfoPath forms 2007

Experience with implementation and deployment of SharePoint features ,experience with SharePoint portal (Collaboration, Portals, Enterprise Search, Enterprise Content Management, Business Process and Forms, and/or Business Intelligence, and custom pages)

SharePoint experience must include SharePoint Designer workflows, navigation customization, and some branding customization.

Education level required:

A Bachelor's degree is highly desired with 7 years experience

Certification Requirements:

Certifications in Microsoft Office SharePoint Server 2007 or SharePoint 2010 Administration and/or Development.

Job Title: Project Manager

Job duties description:

- The candidate will coordinate with program managers who have operational responsibility for these systems and the other agency IT staff as needed.
- Works with functional teams and technical teams, manages vendor/client relationship, and develops work plans for migration projects and implementations.
- Identifies and manages risk.
- Generates detailed status reports. May work with business owners of multiple agencies in developing requirements.
- Create and maintain project schedules and related project documentation and follows up with appropriate staff. Reports status to management.
- Behavior Characteristics:
- Able to work comfortably with minimal supervision; able to work in a fast paced IT environment with quickly changing priorities.
- Able to balance resources to achieve maximum productivity in a fast paced environment.

Software Development Life Cycle Project Management	Required	8 Years	3 - Expert
Project Management tools (MS Project, Visio, Excel, SharePoint)	Required	8 Years	3 - Expert
COTS Implementation	Highly desired	6 Years	2 - Proficient
Excellent written and oral communication	Required	8 Years	3 - Expert
Technical experience in implementing Java or .NET based web applications	Required	6 Years	3 - Expert
Risk Analysis	Required	8 Years	3 - Expert
Technical Project management experience	Required	8 Years	3 - Expert

Education level required:

A Bachelor's degree is highly desired with 7 years experience

Certification Requirements:

Any certifications are a plus but are not required.

Job Title: Java Developer

Job duties description:

- Analyze user requirements, design and develop and implement database driven web application using Java and SQL Server
- Responsible for all aspects of software development, including, but not limited to, design, development, testing, technical assessments, recommendations for inclusion of new technologies into system application and architecture
- Works with business and technical staff in the resolution of software problems and responds to suggestions for software modifications or enhancements
- Develop tests and documentation to ensure production readiness
- Must be able to multi-task while consistently maintaining a high level of quality and productivity.

Overall development experience	Required	10 Years	3 - Expert
SDLC and requirements analysis	Required	8 Years	3 - Expert
PVCS Version Manager or Dimensions experience desirable	Required	5 Years	3 - Expert
Proficient in Java, JSP, Tomcat server	Required	8 Years	3 - Expert
Proficient in sql server 2008	Required	8 Years	3 - Expert
Creating and consuming web services	Required	6 Years	3 - Expert
Proficient in JavaScript and xml	Desired	4 Years	2 - Proficient
Familiarity with oracle and .net is desirable	Required	4 Years	3 - Expert

Education level required:

A Bachelor's degree is highly desired with 7 years experience

Certification Requirements:

Any certifications are a plus but are not required.

Job Title: Subject Matter Expert

Job duties description:

Provide Subject Matter Expertise and Operational Support services. To manage the solicitation, implementation and delivery of the new Enterprise Grants Management System, Medicaid Billing system and the Wellness & Nutrition Services System. The SME will ensure Continuity of Business/Service for the Statewide Longitudinal Education Data System (SLED), Special education Database System (SEDS), and Early Childhood Education (ECE) projects as well as all other OCIO production applications. Day to Day direction and oversight for the client call center/help desk will be managed by the SME. The SME will also recommend and consult on policies/procedures concerning emerging technologies as it relates to client operations and maintenance long term goals.

Experience with developing IT policies and procedures	Required	10 Years	2 - Proficient
Experience with Drupal web site content management tool set	Required	3 Years	2 - Proficient
Experience with emerging electronic document archival & retrieval strategies	Required	2 Years	3 – Expert
Experience with emerging SharePoint Portal technologies	Required	2 Years	2 - Proficient
Experience with emerging visual data analysis and presentations	Required	2 Years	2 - Proficient
Experience with Project Planning and Management	Required	12 Years	3 – Expert
Experience with XML web service payload technologies	Required	12 Years	2 - Proficient
Experience with emerging technologies in support of ETL strategies	Highly desired	12 Years	2 - Proficient
Experience with emerging visual data analysis and presentations	Highly desired	12 Years	2 - Proficient
Experience with RUP SDLC Methodologies	Highly desired	12 Years	2 - Proficient

Education level required:

A Master's degree is highly desired with 10 years experience

Certification Requirements:

Any certifications are a plus but are not required.

Job Title: SAP Analyst

Job duties description:

As a SAP Analyst you will support projects to implement new functionality and enhance existing functionality including articulating requirements and translating them into effective solutions. You will participate in new functionality design analysis and testing; define application requirements by reviewing internal customer requests and conducting internal customer interviews when needed. You will participate in project planning by providing estimated hours and target dates for all project related tasks before development begins. You will communicate project status by creating written status reports on a predetermined schedule for large development efforts.

Your responsibilities will include, but are not limited to:

- Troubleshooting user issues.
- Creating functional specifications for custom programs.
- Documenting business process procedures.
- Creating training documentation.
- Conducting user training.
- Configuring the system for new functionality.
- Conducting testing of new configuration or custom programs.
- Supporting the integration of new master data or changes of master data.
- Experience in implementing GRC controls or security
- Experience in full life cycle implementation
- Experience working with GRC Process Control tool

Education level required:

A Bachelor's degree is highly desired with 10 years experience

Certification Requirements:

Any certifications are a plus but are not required.

Job Title: Program Manager

Job duties description:

- Resource will work primarily with the Department of Insurance, Securities, and Banking to capture the business process flows for Plan Management, Financial Management, and Consumer Market as defined by the Centers for Medicare and Medicaid Services (CMS) to generate a requirements document that will be used in the procurement of a system integration vendor.
- The Agency's Health Insurance Exchange IT workgroup will be working closely with the HIX Requirements Vendor.
- To ensure transition from the legacy Automated Client Eligibility Determination System (ACEDS) is successful.

Experience gathering, documenting, and establishing requirements traceability using requirements traceability tools	Required	5 Years	3 - Expert
Experience with developing use cases and test case scenarios	Required	4 Years	3 - Expert
Experience with establishing and maintaining a project management office (PMO)	Required	8 Years	3 - Expert
Experience with managing projects that used the software development life cycle (SDLC)	Required	6 Years	3 - Expert
Experience with project plans and work breakdown structures (WBS) for software development IT projects	Required	6 Years	3 - Expert
Information technology project management experience	Required	8 Years	3 - Expert
Knowledge of Medicaid or commercial insurance	Required	8 Years	3 - Expert
Vendor/contract management experience	Required	5 Years	3 - Expert
Experience working with and/or knowledge of the System for Electronic Rate	Highly desired	1 Years	2 - Proficient

Education level required:

Master's degree in Computer Science, Information Technology or a related major is Highly Desired with 10 years experience

Certification Requirements:

Any certifications are a plus but are not required.

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

CSZNet, Inc. provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact

Chandra Gujjula, chandra@csznet.com Ph:202-524-9658, Fax:866-408-9875

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Ordering Activity Date

Contractor Date

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.